



DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR

4 August 1997

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Contracting Information Letter (CIL) 97-35

1. This CIL contains information on the following subjects:
 - a. Contractor Requests for Equitable Adjustments,
 - b. Central Contractor Registration (CCR),
 - c. Army Material Command (AMC) Proposed Pamphlet No. 715-3, A Best Practices Guide for Source Selection,
 - d. Implementation of Statutory Requirement for Payment By Electronic Funds Transfer,
 - e. Defense Acquisition University (DAU) Cross Reference Chart,
 - f. Procurement Policy Alert Bulletin (PPAB) 97-008,
 - g. Legal Review of all Contracting Actions Prior to Forwarding to HQ FORSCOM,
 - h. Delegation of Authority to Approve the Publication of Advertisements, Notices or Proposals, and
 - i. General Services Administration (GSA) Federal Supply Schedule (FSS) as Preferred Sources of Supply.
2. Contractor Requests for Equitable Adjustments.
 - a. The Deputy Assistant Secretary of the Army (Procurement) has informed this office that contracting officers rarely provide the information required by FAR 43.204(b)(5) when requesting field pricing support for equitable adjustments. This analysis is based on a DOD-IG evaluation of audits of requests for field pricing support performed by DCAA. When a contracting officer requires a

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SUBJECT: Contracting Information Letter (CIL) 97-35

field pricing review of requests for equitable adjustment, the contracting officer shall provide a list of any significant contract events which may aid in the analysis of the request. Those items to be included on the list are set out in the FAR guidance at 43.204(b)(5)(i) through (viii). Please ensure all contracting officers are aware that this information is necessary to assist DCAA in providing quality and timely field pricing support.

b. For additional information, please contact Gail Burrell at DSN 367-6787 or burrellg@ftmcphsn-emhl.army.mil.

3. Central Contractor Registration (CCR).

a. Reference memo, SARD-PP, 27 June 1997, SAB (encl 1).

b. OSD has delayed implementation of mandatory CCR registration. As a result, there is currently no requirement for a vendor/contractor to be registered as a condition of award.

4. Army Material Command (AMC) Proposed Pamphlet No. 715-3, A Best Practices Guide for Source Selection.

a. The AMC has consolidated and updated its Source Selection Guide. The guide consolidates and updates all existing best practices into a single guide with separate appendices on past performance, oral presentations, and debriefings. The guide incorporates the FAR Part 15 rewrite concepts and efficiencies to the maximum possible extent.

b. The new guidance is available on the Internet at: <http://136.205.79.130/amcssp.html>. The AMC proposed Pamphlet No. 715-3 is 69 pages.

c. For additional information, please contact Susan Clark at DSN 367-5602 or email at clarks@ftmcphsn-emhl.army.mil.

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5. Implementation of Statutory Requirement of Payment by Electronic Funds Transfer.

a. Reference:

(1) CIL 95-26, item 1e, dated 21 August 1995, Subj: Electronic Funds Transfer (EFT) for Contract Payment.

(2) CIL 96-39, dated 13 September 1996, Subj: Electronic Funds Transfer (EFT).

(3) Memo, DP/CPF, dated 1 July 1997, SAB, (encl 2).

b. This is a reminder to ALL contracting offices to include an EFT provision in new solicitations and contract awards. For additional information, please contact Sandi Bruner at DSN 367-6296 or bruners@ftmcphsn-emhl.army.mil.

6. Defense Acquisition University (DAU) Class Cross Reference Chart. For your information, subject Cross Reference Chart is provided at enclosure 3. This information is updated on the internet at <http://www.acq.osd.mil/dau/appa.html>. Certification Standards may be found at <http://www.acq.osc.mil/dau/appc.html>. For additional information, please contact Clyde Thomas at DSN 367-6372 or thomasw@ftmcphsn-emhl.army.mil.

7. Procurement Policy Alert Bulletin (PPAB) 97-008. This PPAB, dated 10 July 1997, is provided at enclosure 4. It contains information on EFT (see paragraph 5 of this CIL) and GSA Federal Supply Schedules as preferred sources of supply.

8. Legal Review of all Contracting Actions Prior to Forwarding to FORSCOM.

a. Reference memo, AFLG-PROA, 18 July 1997, SAB (encl 5).

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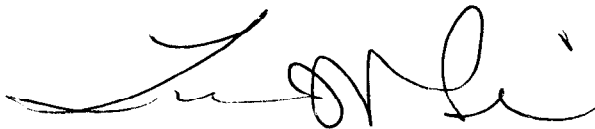
b. You are reminded that legal review must accompany any contractual action submitted to HQ FORSCOM for review and approval. This does not apply to administrative type issues. For additional information, please contact Irene Hamm at DSN 367-5632 or hammi@ftmcphsn-emhl.army.mil.

9. Delegation of Authority to Approve the Publication of Advertisements, Notices or Proposals.

a. Reference memo, AFLG-PR, dated 18 July 1997, SAB (encl 6).

b. Effective immediately, authority to approve the publication of paid advertisements in newspapers, subject to the limitations in 44 USC 3701, 3702, and 3703, is redelegated to the FORSCOM PARC, Garrison/Activity Commanders, and Installation Activity Directors. For additional information, please contact Alan Schantz at DSN 367-6227 or schantza@ftmcphsn-emhl.army.mil.

10. General Services Administration (GSA) Federal Supply Schedule (FSS) as Preferred Sources of Supply. Reference memo, AFLG-PROA, 18 July 1997, SAB (encl 7). This memo lists several advantages and emphasizes the policy concerning use of Federal Supply Schedules as preferred sources of supply.



6 Encls
as

TONI M. GAINES
Chief, Contracting Division, DCSLR
Principal Assistant Responsible
for Contracting

AFLG-PR

SUBJECT: Contracting Information Letter (CIL) 97-35

DISTRIBUTION:

COMMANDERS,

III CORPS & FT HOOD, ATTN: AFZF-DOC

XVIII ABN CORPS & FT BRAGG, ATTN: AFZA-DC

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FT CARSON, ATTN: AFZC-DOC

JRTC & FT POLK, ATTN: AFZX-DOC

I CORPS & FT LEWIS, P.O. BOX 33931, ATTN: AFZH-DOC

3RD INF DIV (MECH) & FT STEWART, ATTN: AFZP-DC

101ST ABN DIV (AASLT) & FT CAMPBELL, ATTN: AFZB-DOC

FT DEVENS, ATTN: AFRC-FMD-DOC

FT DIX, ATTN: AFZT-DOC

10TH MTN DIV, FT DRUM, ATTN: AFZS-DOC

FT MCCOY, ATTN: AFRC-FM-DC

NATIONAL TRAINING CENTER & FT IRWIN, ATTN: AFZJ-DC

ARMY ATLANTA CONTRACTING CENTER, ATTN: AFLG-PRC



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY
RESEARCH DEVELOPMENT AND ACQUISITION
103 ARMY PENTAGON
WASHINGTON DC 20310-0103
27 JUN 1997

JUN 3 1997

SARD-PP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Central Contractor Registration (CCR)

The enclosed OSD memorandum delays implementation of mandatory CCR registration. Consequently, there is currently no requirement for a vendor/contractor to be registered as a condition of award.

OSD is considering plans to complete population of the CCR database with vendor registration data from existing databases (known as the seeding effort). Under this plan, after the CCR is populated from existing databases, vendors will be asked to verify that the CCR registration data is accurate. Upon completion of the verification process, OSD will assess when to require registration as a condition of award.

While the details for implementing CCR are being developed, a capability for direct vendor registration will be maintained.

We will inform you when additional formal OSD policy or guidance is issued. Questions or concerns regarding this issue should be directed to Mrs. Esther Morse, DSN: 225-3039/commercial (703) 695-3039, e-mail: morsee@SARDA.army.mil.


John R. Conklin
Director, Procurement & Industrial Base Policy

Enclosure

DISTRIBUTION:

Assistant Deputy Chief of Staff for RDA-Acquisition, Contracting and Production Management, HQ, U.S. Army Materiel Command, ATTN: AMCRDA-A, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001

Principal Assistant Responsible for Contracting, HQ, U.S. Army Materiel Command, ATTN: AMCRDA-AC (PARC), 5001 Eisenhower Avenue, Alexandria, VA 22333-0001





OFFICE OF THE SECRETARY OF DEFENSE
WASHINGTON, DC 20301

June 11, 1997



MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY FOR ACQUISITION AND BUSINESS MANAGEMENT,
ASN(RD&A)/ABM
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING), SAF/AQC
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY DIRECTOR (ACQUISITION), DEFENSE LOGISTICS
AGENCY
DIRECTOR, DEFENSE FINANCE AND ACCOUNTING SERVICE

SUBJECT: Central Contractor Registration

Several letters have been issued advising the acquisition and finance communities and defense contractors of DoD's intent to require that contractors be registered in the Central Contractor Registration (CCR) database to receive contract awards resulting from solicitations issued after September 30, 1997.

We have decided to delay implementation of that requirement while we take immediate steps to make it easier and quicker for contractors to register in the CCR. Rather than ask contractors to submit information that has already been provided to the government, we will first populate the CCR with information extracted from other databases. Contractors will then be asked to provide only the missing data elements and to verify the accuracy of existing data. We are also simplifying the process for registering through the World Wide Web, and we plan to reduce significantly the time it takes to validate registration data.

These actions will substantially improve the registration process and reduce the administrative burden for contractors. A firm date for imposing the requirement for contractors to be registered in the CCR cannot be established at this time. For planning purposes, the requirement for contractors to be registered in CCR as a prerequisite to receiving a DoD contract will be no earlier than March 31, 1998.

John J. Hamre
Under Secretary of
Defense (Comptroller)

Eleanor R. Spector
Director, Defense Procurement

cc: DSMC, Ft. Belvoir



ATCH (1)

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON DC 20301-3000

ACQUISITION AND
TECHNOLOGY

July 1, 1997

DP/CPF

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY FOR ACQUISITION AND BUSINESS
MANAGEMENT, ASN(RD&A)ABM
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
ASSISTANT DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)/DIRECTOR OF CONTRACTING
DEPUTY DIRECTOR (ACQUISITION), DEFENSE
LOGISTICS AGENCY

SUBJECT: Implementation of Statutory Requirement for Payment By
Electronic Funds Transfer

My letter of July 25, 1996, advised of the requirement of the Debt Collection Improvement Act of 1996 for mandatory use of electronic funds transfer (EFT) to make payments under most new contracts resulting from solicitations issued on or after July 26, 1996. I further advised that contracting officers should immediately begin including the clause at FAR 52.232-28, Electronic Funds Transfer Payment Methods, in all solicitations issued on or after July 26, 1996. I indicated that absence of contract terms providing for EFT will not waive the statutory requirement for EFT payments.

An interim FAR rule was published in the Federal Register on August 29, 1996, that provided two clauses, FAR 52.232-33, Mandatory Information for Electronic Funds Transfer Payment, and FAR 52.232-34, Optional Information for Electronic Funds Transfer Payment, to implement the statutory EFT requirement. They replace FAR 52.232-28. DoD contracts should have been including FAR 52.232-33 since August 29, 1996 except when the contract payment office was not EFT capable, in which case the clause at FAR 52.232-34 is used.

Defense Finance Accounting Service (DFAS) advises that many contracts are still being issued without an EFT provision, or

with the now-obsolete FAR 52.232-28. All contracting activities must include an EFT provision in new solicitations and contract awards. DFAS advises that all its paying offices are now EFT capable, so FAR 52.232-33 should be used in all contracts disbursed by DFAS, unless the contract qualifies for one of the specific, limited exceptions to use of EFT identified in FAR 32.1101(d). Unless an exception applies, contracts received by DFAS after October 1, 1997, that do not include the EFT provision at FAR 52.232-33 will be returned to the contracting activity.

DFAS intends to contact by letter all contractors that have not provided EFT information, either because of non-compliance with an EFT provision in the contract, because provision of EFT information has heretofore been optional, or where an EFT provision required by statute has been omitted from the contract. DFAS will advise the affected-contractors that, since the government has elected to use EFT, they must provide EFT information. After this notification process is complete, DFAS will return invoices when EFT information is required but has not been provided.

DFAS will invite those remaining contractors whose contracts predate the mandatory EFT requirement to convert voluntarily to EFT as soon as possible. This will help facilitate the eventual mandatory conversion to EFT by the January 1, 1999, statutory deadline. To assist in this effort, DFAS asks the cooperation of contracting offices to provide promptly current contractor mailing addresses when DFAS requests them.

//s//

Eleanor R. Spector
Director of Defense Procurement

ACQ 101 Fundamentals of Systems Acquisition Management

Equivalents:

Navy Engineering Duty Officer Basic Course
Systems Acquisition Management Degree Program - NPS-816
Acquisition Fundamentals - LTF L30QR6A1 -000
Principles of Program Management I [MN3221]

Predecessors:

PMT 101 Fundamentals of System Acquisition Management-DSMC-26 [BB1]
PMT 301 Program Management Course

ACQ 201 Intermediate Systems Acquisition

Equivalent:

Principles of Program Management II [MN3222]
Systems Acquisition Management Degree Program - NPS-816
Predecessor:

PMT 201 Intermediate Systems Acquisition-DSMC-37 [BD6]
PMT 301 Program Management Course

BFM 102 Contract Performance Management Fundamentals

Predecessors:

Contractor Performance Measurement Course-DSMC-6
BCF 202 Intermediate Contractor Performance Measurement

BFM 201 Systems Acquisition Funds Management

Predecessor:

BCF 201 Systems Acquisition Funds Management-DSMC-9
ACQ 101 PCW R/O/C D MC

CON 101 Contracting Fundamentals

Predecessors:

Management of Defense Acquisition Contracts (Basic)-8D-4 20
Acquisition and Contract Management Degree Program - NPS 815
Principles of Acquisition and Contracting - NPS MN3303
Central Systems Level Contracting - G30BR6532-010 [WHS,PD6]
Defense Procurement Management (8D-4320)
Central Procurement Officer (G30BR6531 -003)
Contract Management Officer (G30BR6531 -004)
Systems/R&D Procurement Officer (G30BR6531 -005)
R&D Procurement Officer (G30BR6531 -006)
Contract Management, Systems R&D Officer (G30BR6531 -007)

CON 102 Operational Level Contracting Fundamentals

Predecessor:

Organizational Level Contracting
Base Procurement Officer (G30BR6531 -002)
Base Level Contracting (G30BR6531 -002)

CON 103 Facilities Contracting Fundamentals

Predecessor:

Management of Defense Acquisition Contracts (Basic)-CTC-142

CON 104 Contract Pricing

Equivalent:

Cost and Price Theory [CMGT545]

Contract Pricing and Negotiation - NPS MN3304

Acquisition and Contract Management Degree Program - NPS-815

Predecessors:

Principles of Contract Pricing-QMT-170

Defense Cost and Price Analysis/Negotiation-PN [BDS] [BAH]

CON 105 Operational Level Contract Pricing

Predecessor:

Base Level Pricing - G30ZR 6534-009

CON 106 Facilities Contracts Pricing

Predecessor:

Defense Cost and Price Analysis/Negotiation-PN [BDS] [BAH]

CON 201 Government Contract Law

Equivalent:

Legal Principles of Government Contracting - LAWS550

Predecessors:

Acquisition and Contract Management Degree Program - NPS-815

Contract Law NPS-MN3312

Government Contract Law

Government Contract Law Construction-CTC-302

Base Contract Law-G30ZR6534-007 [PDT]

AFIT Contract Law 166

USAF ECI Correspondence Course 660

CON 211 Intermediate Contracting

Equivalent:

Acquisition and Contract Management Degree Program - NPS-815

Predecessor:

Management of Defense Acquisition Contracts (Advanced)-8D-F12

CON 221 Intermediate Contract Administration

Equivalent:

Acquisition and Contract Management Degree Program - NP 815

Contract Administration - NPS-M 3305

Predecessor:

Contract Administration (Advanced) PPM-304

CON 222 Operational Level Contract Administration

Predecessors:

Organization Level Contract Administration

Base Contract Administration - G3ZAR65170-002

CON 223 Intermediate Facilities Contracting

Predecessor:

Advanced Contract Management (Construction)-CTC-542

CON 231 Intermediate Contract Pricing

Equivalent:

Contract Pricing and Negotiation - NPS MN 304

Acquisition and Contract Management Degree Program - NP 815

Predecessors:

Intermediate Cost & Price Analysis

Intermediate Pricing-QMT-340

CON 232 Overhead Management for Defense Contracts

Predecessor:

Contract Overhead Management - PPM-355

CON 241 Information Technology Contracting

Predecessor:

Contracting for Information Resources - ALMC-ZX

CON 301 Executive Contracting

Equivalent:

Contract Pricing and Negotiation - NPS-MN3304

Acquisition and Contract Management Degree Program - NPS-815

Predecessor:

Defense Acquisition Contracting Executive Seminar-ER

CON 333 Management for Contracting Supervisors

Predecessors:

Management of Defense Acquisition Contracts (Executive)-ALMC-B5

CON 311 Executive Pre-Award Contracting [BCL]

CON 321 Executive Contract Administration [BCM]

Contract Administration-Executive-PPM-057

GRT 201 Grants Management

Predecessor:

GRT 101 Grants Management

IND 101 Contract Property Administration Fundamentals

Predecessor:

Industrial Contract Property Administration-PPM-151

IND 102 Contract Property Disposition

Predecessor:

Defense Contract Property Disposition-ALMC-TY

IND 103 Contract Property Systems Analysis

Predecessor:

Defense Contract Property System Analysis-PPM-251

IND 201 Intermediate Contract Property Administration

Predecessors:

Advanced Contract Property Administration-PPM-300

Advanced Industrial Property Manager

AFIT Contract Law 166

USAF ECI Correspondence Course 660

IND 202 Contract Property Management Seminar

Predecessor:

Executive Contract Property Management Seminar-PPM-077

IRM 303 Advanced Information Systems Acquisition

Predecessors:

IRM 301 Information Technology Procurement Strategies [Q07]

AIS Procurement Strategies-PPS

IRM 302 Information Technology Advanced Management Program [BA0]

Advanced Management Program-AMP

LOG 201 Intermediate Acquisition Logistics

Predecessors:

Integrated Logistics Support Management

Acquisition Logistics-AFIT-SYS-225 [WYF,JQH]

ILS Advanced Course-ALMC-IT [JR3]

Management of Acquisition Logistics-DSMC-24 [4X1,BCU]

LOG 203 Reliability and Maintainability

Predecessors:

LOG 301 Reliability and Maintainability

Reliability & Maintainability Executive Overview-QMT-020

Reliability & Maintainability Overview-AMEC-8A-F30 [QMC]

LOG 204 Configuration Management

Predecessors:

LOG 302 Configuration Management

Introduction to Configuration Management-AFIT-

SYS-028 Configuration IN ~agement-AMEC-12 Configuration Management [QNI]

LOG 205 Provisioning

Predecessors:

Provisioning Management-LOG-260

Army Provisioning Process-ALMC-AH [QBQ]

PMT 302 Advanced Program Management

Equivalent:

Systems Acquisition Management Degree Program - NPS-816

Predecessors:

ProgramManagementCourse-DSMC-3

PMT 301 Program Management Course [BBW]

PMT 341 Systems Acquisition for Contracting Personnel

Equivalent:

Systems Acquisition Management Degree Program - NPS-816

Acquisition and Contract Management Degree Program - NPS 815

Predecessor:

PMT 301 Program Management Course

PQM 101 Production/Quality Management Fundamentals

Predecessor:

DoD In-Plant QA-S89 [OTQ,QAN]

PRD 101 Production Management Fundamentals [EBP, JQX]

QUA 101 Quality Assurance Fundamentals-AMEC-210 [6PN,BCS]

PQM 103 Defense Specification Management Course

Predecessor:

SPE 101 Defense Specification Management Course - ALMC 8D-F1

PQM 104 Defense Specification Users Course

Predecessor:

SPE 102 Specifications in the Defense Acquisition Process - ALMC-DU

PQM 201 Intermediate Production/Quality Management

Predecessors:

Defense Manufacturing Management Course-DSMC- 13 [28N, BD2] DoD Acquisition Quality Assurance [1 H5, BCR] Production Management II-PPM-305 [JQY] PRD 201 Intermediate Production Management [EAJ, JQY] QUA 201 Intermediate Quality Assurance [BCR] Statistical Process Control - S81 [QCZ]

PQM 301 Advanced Production and Quality Management

Predecessor: PRD 301 Defense Acquisition Engineering, Manufacturing, and Quality Assurance DS MC-38

PUR 101 Simplified Acquisition Fundamentals

Predecessor:

Small Purchase Fundamentals

Defense Small Purchase (Basic)-ALMC-B3

PUR 101 Purchasing Fundamentals

PUR 102 Operational Level Simplified Acquisition Fundamentals

Predecessors:

Organizational Level Small Purchase

Apprentice Contracting Specialist-G3AZR65130-004

PUR 102 Intermediate Purchasing

SYS 201 Intermediate Systems Planning, Research, Development and Engineering

Equivalent:

Systems Engineering for Acquisition Managers [EO-401 1]

Predecessors:

Systems Engineering Management Course-DSMC-28

Systems Engineering-AMEC-4A-F7

TST 202 Intermediate Test and Evaluation

Equivalent:

US Air Force Test Pilot School Test & Evaluation [OS-4601]

Predecessor:

T&E Management Course-DSMC-11 [BE3]

TST 201 Test & Evaluation Management-DSMC-11 [BE3]

ARMY

PROCUREMENT POLICY ALERT BULLETIN

NO. 97-008

July 10 1997

The enclosed documents are forwarded for your information and any necessary implementation.

ENCLOSURES:

1. DPP Memorandum, Subject: Implementation of Statutory Requirement for Payment By Electronic Funds Transfer, July 1, 1997.
2. DPP Memorandum, Subject: General Services Administration (GSA) Federal Supply Schedules as Preferred Sources of Supply, March 6, 1997.

This bulletin is issued by the Office of the Deputy Assistant Secretary of the Army (Procurement). Comments or questions should be referred to the Procurement and Industrial Base Policy Team, SARD-PP, Room 2E661, 103 Army Pentagon, Washington, DC 20310-0103.

Telephone: (703) 695-0255/DSN 225-0255
Fax: (703) 614-9505
E-mail: Betty Wucher: wucherb@sarda.army.mil

Bulletin 97-008 consists of 8 pages.

Release Approved By: John R. Conklin

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON DC 20301-3000

ACQUISITION AND
TECHNOLOGY

July 1, 1997

DP/CPF

MEMORANDUM FOR DIRECTORS OF DEFENSE AGENCIES
DEPUTY FOR ACQUISITION AND BUSINESS
MANAGEMENT, ASN(RD&A)ABM
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
ASSISTANT DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)/DIRECTOR OF CONTRACTING
DEPUTY DIRECTOR (ACQUISITION), DEFENSE
LOGISTICS AGENCY

SUBJECT: Implementation of Statutory Requirement for Payment By
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DFAS will invite those remaining contractors whose contracts predate the mandatory EFT requirement to convert voluntarily to EFT as soon as possible. This will help facilitate the eventual mandatory conversion to EFT by the January 1, 1999, statutory deadline. To assist in this effort, DFAS asks the cooperation of contracting offices to provide promptly current contractor mailing addresses when DFAS requests them.

//s//

Eleanor R. Spector
Director of Defense Procurement

OFFICE OF THE UNDER SECRETARY OF DEFENSE

3000 DEFENSE PENTAGON
WASHINGTON, DC 20301-3000

ACQUISITION AND
TECHNOLOGY

MARCH 6, 1997

DP/CPA

MEMORANDUM FOR DISTRIBUTION

SUBJECT: General Services Administration (GSA) Federal Supply
Schedules as Preferred Sources of Supply

I recently met with Mr. Bill Gormley, Assistant Commissioner, Office of Acquisition, for the Federal Supply Service (FSS) at GSA, regarding the many improvements made to FSS Schedule contracts. There have always been many advantages to schedule use. GSA seeks competition, determines price reasonableness, and considers small business set-aside requirements when it solicits and awards contracts. In addition, orders under these schedules comply with the requirements of the Economy Act. Recent innovative changes mirroring commercial practices, to include use of the Internet, have made GSA schedules even more efficient to use. I have attached a listing of these changes. -

Among the many improvements, the elimination of schedule maximum order limitations and the new ability to negotiate prices on individual orders without changing the basic schedule price are especially important. Additionally, DoD procurement offices may establish teaming arrangements among more than one schedule contractor to satisfy a requirement allowing even more flexibility and speed in the placement of orders and the delivery of products. GSA Advantage!, an on-line shopping service available over the World Wide Web at <http://www.gsa.gov> (or through the Defense Procurement homepage - <http://www.acq.osd.mil/dp>), offers the convenience of on-line ordering, and, in most cases, acceptance of the government credit card.

I also wish to point out the removal of the synopsis requirement on purchases over \$50,000 made from FSS Automatic Data Processing or Information Technology contracts.

I urge you to take full advantage of GSA Schedule contracts if you need supplies or services that are covered under them. Use of these contracts meets DoD goals to simplify the

acquisition process while at the same time increasing the contracting officer's authority and ability to make sound business judgments.

//S//

Eleanor R. Spector
Director, Defense Procurement

Attachment

GENERAL SERVICES ADMINISTRATION
FEDERAL SUPPLY SCHEDULES (FAR 8.404)
VALUE-ADDED IMPROVEMENTS

* SYNOPSIS NOT REQUIRED

Customers no longer need to synopsise Information Technology requirements that are over \$50.000.

* CREDIT CARD

Use of the Governmentwide Credit Card is strongly emphasized.

* BEST VALUE

Item selection is based on "BEST VALUE" - not lowest price.

* REDUCED PAPERWORK

Justifications/documentation requirements are no longer required by GSA.

* REMOVAL OF MAXIMUM ORDER LIMITATIONS (MOLS)

Customers can use the schedules for any size order. MOLs have been removed from 90% of the Federal Supply Schedules. MOLs will be removed from all schedules by 11/97.

* BLANKET PURCHASE AGREEMENTS (BPAS)

BPAs are encouraged strongly. A new suggested BPA format is available. -

* CONTRACTOR TEAM ARRANGEMENTS

Federal Supply Schedule Contractors can form "Teams" to meet a customers needs.

* PRICE REDUCTIONS

Customers are strongly encouraged to seek reductions when orders are above the new maximum order threshold. Contractors can give "spot reductions" to individual agencies without passing them on to the entire government under a schedule order.

* IMPROVED DELIVERY

Expedited delivery is now available with Schedule contractors.

Federal Supply Schedule Program Website:

<http://pub.fss.gsa.gov/fcoc/sched.htm>

18 Jul 97

MEMORANDUM FOR ALL Directorates of Contracting (DOCs)

SUBJECT: Legal Review of all Contracting Actions Prior to Forwarding to HQ FORSCOM

1. References:

- a. FORSCOM Federal Acquisition Regulations supplement (FFARS), Nov 95, paragraph 1.602-2(c)(1) and
- b. CIL 96-31, Changes to FORSCOM FAR Supplement (FFARS), 16 Aug 96, paragraph 1.a.

2. Recently, HQ FORSCOM has received several contracting actions without a written legal review. You are reminded that a written review by the local legal counsel must accompany any contractual action submitted to HQ FORSCOM for review or approval. This does not apply to administrative type issues sent by the DOC (i.e., grade of employees, training, etc.). Some examples include solicitations, congressional inquiries, POMs, PNMs, J&As, contract administrative/interpretation questions and FOIAs.

3. If FORSCOM established a suspense date for receipt, ensure your input is received within the suspense established to allow sufficient time for HQ processing.

4. If the suspense date established cannot be met, contact your analyst as soon as it is determined an extension is required.

5. For additional information, contact Irene Hamm, DSN 3⁶7-5632, email hammi@ftmcphsn-emhl.army.mil.

Encl



TONI M. GAINES
C, Contracting Division, DCSL&R
Principal Assistant Responsible
for Contracting



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FORCES COMMAND
1777 HARDEE AVENUE SW
FORT MCPHERSON, GEORGIA 30330-1062

REPLY TO
ATTENTION OF

AFLG-PR (715)

18 Jul 97

DELEGATION OF AUTHORITY TO APPROVE THE PUBLICATION
OF ADVERTISEMENTS, NOTICES OR PROPOSALS

1. References:

- a. AFARS 5.502(a), 1 Aug 96.
- b. FORSCOM Reinvention Issue Number F00171, 1 Apr 97.

2. In accordance with authority vested in me as the FORSCOM Commanding General, I hereby waive the following verbiage in AFARS 5.502(a) "without authority to redelegate further."

3. Based on FORSCOM designation as a Reinvention Center and the authority to waive subject provision, I hereby redelegate authority to the FORSCOM Principal Assistant Responsible for Contracting, Garrison/Activity Commanders, and Installation Activity Directors to approve the publication of paid advertisements in newspapers, subject to the limitations in 44 United States Code 3701, 3702, and 3703.

4. Procedures prescribed in Subpart 5.5 of the Federal Acquisition Regulation (FAR), Subpart 205.5 of the DOD FAR Supplement, and Subpart 5.5 of the Army FAR Supplement shall be used in actions taken pursuant to this authorization.

5. This authorization shall become effective immediately and supersedes Delegation of Authority, HQ, Forces Command, dated 15 Jul 96.

DAVID A. BRAMLETT
General, USA
Commanding

18 Jul 97

MEMORANDUM FOR Policy/Management Team

SUBJECT: General Services Administration (GSA) Federal Supply Schedules (FSS) as Preferred Sources of Supply

1. References:

a. Office of the Under Secretary of Defense Letter signed by Eleanor Spector, subject: General Services Administration (GSA) Federal Supply Schedules as Preferred Sources of Supply, dated 6 Mar 97.

b. CIL 97-22, Establishing Blanket Purchase Agreements under General Services Administration Multiple Award Schedule (GSA MAS) Contracts, dated 5 Mar 97.

2. Several advantages are present in using GSA FSS Schedules. These include:

a. Elimination of schedule maximum order limitations

b. Ability to negotiate prices on individual orders without changing the basic schedule price.

c. DoD procurement offices may establish teaming arrangements among more than one schedule contractor to satisfy a requirement to allow more flexibility and speed in placement of orders and delivery of products.

d. Convenience of on-line shopping and frequently acceptance of the government credit card.

e. Elimination of the requirement to synopsise requirements over \$50K for information technology.

3. For additional information, please contact Irene Hamm, DSN: 367-5632 or email hammi@ftmcphsn-emh1.army.mil.



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